



**Planning & Development  
Department  
APPLICANT'S GUIDE TO BUILDING PERMIT ISSUANCE  
Residential Uses and Their Accessory Structures**



**Applications for residential uses and their accessory structures must be completed entirely at time of submittal. Refer to the checklist below to ensure all details are included for each application.**

1. Site/plot plan (seven copies). Include vicinity map.
  - ✓ Label and provide all property line dimensions, show all structures, existing and proposed on permit application, label intended use.
  - ✓ Indicate setbacks from property lines and distances between buildings.
  - ✓ Include a north arrow and scale (scale must be no smaller than 1" = 30'). Large sites can have a 1" = 30' minimum detail and smaller scale overall site plan.
  - ✓ Show all building dimensions.
  - ✓ Show and label all easements. (i.e., drainage, ingress/egress, public utility easements, etc)
  - ✓ Indicate dedicated street access and names. Include existing and proposed items within road right of way.
  - ✓ Label the following: alignment of washes, slope and general elevation changes, vegetation, type of driveway material (driveway must be paved or in the alternative surface with aggregate based crushed material).
  - ✓ All applicable stipulations related to a Board of Adjustment or zoning case will have to be completed prior to building permit issuance.
  - ✓ Single-family residences that require detailed technical/engineering review (hillside lots) are required to be sealed by an appropriate professional, registered in the State of Arizona.
  - ✓ Storage tanks (above or below ground) are considered accessory structures and must be depicted on site plans. Propane tanks 250 gallons or larger may be subject to Fire Marshall approval.
  - ✓ Hillside requirements are mandated if construction/grading site has any portion of land with a slope of 15% or greater.
2. Construction Plans (two sets), drawn to scale, consisting of not less than the following:
  - a) Foundation Plan
  - b) Floor Plan w/Electrical
  - c) Roof and Floor Framing Plans
  - d) Sections and Details
  - e) Elevations (including all fencing)
  - ✓ A floor plan is required of all existing rooms adjacent to an addition and/or patio cover.
  - ✓ Current codes: 2000 IBC, 2000 IRC, 1999 NEC, 2000 IMC, (All as amended per the Maricopa County Local Additions and Addenda), and 1994 UPC (not amended).
  - ✓ A one-line diagram and load calculations are required for work that includes a new or modified 400 amp electrical service. Plans must bear the seal of a registered engineer for work that includes a new or modified 600 amps or larger electrical service.
  - ✓ Fissures, subsidence, or soils with high clay content impact many areas of Maricopa County. You may wish to contact a professional engineer prior to construction to determine if corrective action is necessary.
3. Specifications of sufficient clarity to indicate the location, nature and extent of work proposed (two copies).
4. Structural calculations (two copies).

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5. Soil report (if on engineered fill or other than 2000 IBC allowable bearing pressure)
6. Recorded Deed/Proof of Ownership **for primary use only** (one of the items listed below):  
  
Warranty Deed, Special Warranty Deed, Grant Deed, Joint Tenancy Deed, Quit Claim Deed, Gift Deed, Guardian's Deed, Sheriff's Deed, Correction Deed, Agreement of Sale Deed, Pay Off Deed (for an agreement of sale), Treasurer's Deed, Civil Judgement (Conveying Property), Deed of Distribution (Probate), Land Patent, Certificate of Purchase (like an agreement of sale before patent issued), Trustee's Deed, Affidavit for Transfer of Real Property, or other suitable evidence as maybe approved by the Planning and Development Department.
7. Patent Easement Deeds – when applicable. May be acquired at the Bureau of Land Management, 222 N. Central, Phoenix, 602-417-9528 at the southwest corner of Van Buren and Central.
8. Current Assessor's parcel number.
  - ✓ Correct Assessor parcel numbers are critical for review process. Incorrect Assessor parcel numbers will cause twice the amount of review time and additional office visits.
  - ✓ The Maricopa County Assessor's Office is the governmental body that assigns parcel numbers. Please call the Maricopa County Assessor's Office at (602) 506-8936 for parcel number information.
9. Completed Supplemental Information form is required.
10. If property is on public water and/or sewer, a letter from the provider indicating they have agreed to provide service is required prior to approval.
11. If property is on a shared well, copy of recorded well easement agreement is required prior to approval.

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**MARICOPA COUNTY ENVIRONMENTAL SERVICES REQUIREMENTS**

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1. a) For new construction, that establishes a primary use, one of the following is required:
  1. Letter from a sewer disposal system provider indicating they have agreed to provide service to property for proposed work.
  2. Receipt or an approved site plan from Environmental Services for a new septic system or modification to existing septic system.
  3. Completed application for Approval to Construct Individual Sewage Disposal System, additional copy of recorded deed and two additional site plans for routing through Environmental Services for their review and approval.
- b) For additions, remodels, and accessory structures (example: sheds, detached garages, awnings, patio covers, etc.) one of the following is required:
  1. Certification on application that the building(s) included on the site plan do not have wastewater plumbing, no part of the building or vehicle access is within 10' of the septic system and no part of the proposed construction will negatively impact the septic system.
  2. Receipt or an approved site plan from Environmental Services for a new septic system or modification to existing septic system.
2. Documentation from Environmental Services indicating application for an earth-moving permit (1/10 acres or greater).
3. For questions regarding septic tank installation, contact the Maricopa County Environmental Services Department, Water & Waste Management Division at 1001 N. Central (Roosevelt & Central), Phoenix, (602) 506-6676. If earth-moving permit is required, contact Maricopa County Environmental Services Department, Air Quality Division at (602) 506-6700.

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#### THE FOLLOWING AGENCIES MAY REQUIRE ADDITIONAL INFORMATION

- The Flood Control District may require additional information. Contact the Flood Control District, 411 N. Central Ave., 3rd Floor, Phoenix, (602) 506-7149, before making application for a building permit.
- Call Maricopa County Department of Transportation (602) 506-8609 BEFORE installing items in right-of-way such as: driveway tie-in to roadway, mailbox post (wood, metal or block), landscape (rocks, trees, shrubs, etc.), and sidewalks (concrete or paved). If road dedication or permanent easement and right of way is required, contact the Department of Transportation, Engineering Division at 2901 W. Durango, Phoenix, (602) 506-8600 for further information.

#### NOTES

- Additional information may be required during the plan review process.

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#### CONTACT INFORMATION

Registrar of Contractors  
(602) 542-1502

Zoning Information  
(602) 506-3201

Building Inspections  
(602) 506-3692

Blue Stake – (locates underground utilities)  
(602) 263-1100

Building Code Information  
(602) 506-7147

Flood Control Inspections  
(602) 278-0871